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Intermediate Composition: Block F

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Midterm Study Guide

Linking Verb Quiz:

Tell if the sentence is active or passive.

1. The cat was chased around the house by the dog.
2. The essay will be read aloud by me during Block A.
3. The pandas are carefully monitored by the zoologists.
4. The walls of the house were almost covered with ivy.
5. That book has been read by most of my class.
6. My teacher often wears a raincoat when it rains.
7. I wish I could be a Disney princess.

ANSWERS:

1. Passive
2. Passive
3. Passive
4. Passive
5. Passive
6. Active
7. Active

Unit 1: The Writing Process:

**DEFINITION OF EACH STEP**

**1. Pre-Writing –** brainstorm ideas

* Jot List
* Clustering/Mapping
* Graphic Organizers
* Free Writing
* Drawing a Picture

**2. Drafting** – Get it down on paper!

* Pick your best idea(s) and start writing.
* Do not unduly worry about correctness.
* This is a draft – that means *unfinished*.
* The time to edit is not now – that comes later. Just get your ideas down.

**3. Revising –** read, reread, and reread again!

* Read your finished draft – focus on content and organization.
* Is this the BEST way to say what you want to say? Does it accomplish your purpose?

**4. Editing (Proofreading)**

* Pay attention to Conventions! (Capitalization, Punctuation, Spelling, Grammar/Usage)
* Use the dictionary for words you’re unsure how to spell.
* Do not rely on spell check!

**5. Evaluating**

* Two types:

Self-evaluation and peer evaluation

* + - Self-evaluation – looking at your own writing and checking for improvement

Read your paper several times, and concentrate on: 1. Content (what you say), 2. Organization (how you have arranged your ideas), and 3. Style (How you’ve used words and sentences).

* + - Peer-evaluation – Getting an editor or editors to look at your writing and check for improvement.

**6. Publishing**

* Write a final, neat copy or type a final neat copy in correct MLA format.
* Illustrate and display the writing.
* Share your writing with an audience

**THE STRUCTURE OF AN ESSAY**

* **Introduction**
  1. Attention getter (1 sentence)
  2. Narrow focus (3-5 sentences)
  3. Thesis statement (1 sentence with 3 points)
* **Body Paragraph 1**
  1. Topic Sentence (point 1)
  2. Supporting details (3-5 sentences)
  3. Transition sentence (going into point 2)
* **Body Paragraph 2**
  1. Topic Sentence (point 2)
  2. Supporting details (3-5 sentences)
  3. Transition sentence (going into point 3)
* **Body Paragraph 3**
  1. Topic Sentence (point 3)
  2. Supporting details (3-5 sentences)
  3. Clincher (1 sentence)
* **Conclusion**
  + Reword thesis (1 sentence)
  + Remind important details (3-5 Sentences)
  + Clincher (1 sentence)

**MLA FORMAT**

* 12 point font
* Times New Roman
* Double space the entire paper
* Header
* Heading

Unit 2: 6+1 Traits of Writing:

**Ideas**

The heart of the message, what makes up the piece of writing, the main theme, with the details that develop a theme

* Brainstorm
* Have a main topic that stays focused
* Give interesting, accurate, original details that provide the reader with good information
* Answer any questions the reader has

**Organization**

The internal structure of the piece, the thread of central meaning, the logical pattern of ideas in the piece

* Have an good introduction that draws the reader into your paper
* Have a good thesis statement that tells the main idea of the whole piece
* Have body sentences and paragraphs that support the main idea
* Have clear sequencing

**Voice**

The heart and soul, the magic, the wit, along with the feelings of the writer coming out through the words

* Be aware of the audience
* Be natural and compelling
* Have an appropriate tone
* Show the writer’s enthusiasm
* Take risks and experiment with style

**Word Choice**

The use of rich, precise language that moves and enlightens the reader

* Use words that are accurate
* Use “sparkle” words
* Have language that is natural, effective, and appropriate
* Use lively verbs and specific nouns and modifiers
* Do not use slang
* Do not use clichés

**Sentence Fluency**

The rhythm and flow of the writing; how the writing sounds

* have an easy-to-read flow and rhythm
* have different types of sentence structure
* have different sentence lengths
* have varied sentence beginnings
* sound nice, flows well when read aloud

**Conventions**

The mechanical correctness of a piece of writing

* Correct spelling
* Correct capitalization
* Correct grammar and usage

**Presentation**

the form and layout of your writing

* Have good readability and are pleasing to the eye
* Should have formatting appropriate for your audience and purpose, this includes headings, font, page numbers, works cited, etc.
* Should present graphics and visuals clearly
* Should have no smudges, wrinkles, coffee stains, or any other marks that might occur on the way from your house to the classroom

**ACTIVE AND PASSIVE VOICE**

* Passive sentences have an inactive subject – being not doing
* Passive sentences are usually identified by their linking verbs
* The most common linking verbs are the forms of to be
* There are 8 forms of to be: be, being, been, is, am, are, was, were
* Identify whether the sentence is passive or active on the exam